



## Clark County Building Department

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<b>Division:</b>	Inspection & Engineering Services	<b>Policy &amp; Procedure</b>	BD-PP-144
<b>Subject:</b>	Special Inspection – Audit Process	<b>Effective Date:</b>	01/17/2013
<b>Code:</b>	N/A	<b>Revised Date:</b>	New

### A. POLICY

Engineering Services shall perform an independent process to audit the special inspection activities performed by a Quality Assurance Agency and the Clark County Building Inspector in accordance with the following procedure.

### B. PROCEDURE

This procedure establishes main audit objectives but not audit scope as this will depend upon the project selected. The selected project shall meet the audit objectives stated herein and the specific criterion shall be identified within the audit report. The initial audit shall be performed during the foundation construction phase for high rise projects. For all other projects, the initial audit may be selected at grading, foundation, or framing stage. Additional auditing is to be performed at six week maximum intervals for high rise projects. A minimum of two audits are to be performed independent of the height of the project.

Projects are to be representative of the permits being issued and may include grading only, single family dwellings, light commercial, industrial, and heavy commercial construction. The target audit frequency is each high rise structure and five percent of other projects. The total number of audits performed each month need not exceed 15.

High-rise projects will have an audit prepared during the plan examination process. An unannounced audit schedule is to be set after the preconstruction meeting. The audit and schedule is to be prepared by an Engineering Services staff engineer and updated if necessary as the phased construction is permitted. The initial audit, updates and results are to be reviewed by the staff engineer assigned to supervise the project.

General supervision of the audit function is assigned to the principal engineer responsible for the listing of quality assurance agencies. Auditors may be of any classification of employees assigned to Engineering Services.

#### Auditing Functions

- a. Perform audit of third party special inspection process at the construction site.
  - i. Verify the agency performing the special inspection functions is the firm specified on the special inspection agreement.
  - ii. Verify the special inspection personnel on-site providing special inspection service are approved by CCBd for the special inspection functions they are performing.
  - iii. Verify work, at time of site visit, requiring special inspection is being inspected by the special inspection personnel.

<b>Division:</b>	Engineering Services	<b>Code Interpretation</b>	BD-PP-144
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- iv. Perform an in-process inspection and compare to the reporting by the special inspector.
- b. Perform parallel audit of CCBD building inspector documentation of the special inspection activities. Sample approved documents from Global 360 and inspection history records to confirm CCBD actions are in accordance with CCBD Building Inspection Tasks noted below.

### **CCBD Building Inspection Tasks**

- i. Building Inspector acceptance of construction is based on review of special inspection reporting and compliance to standard operational procedures.
- ii. Building Inspector confirms that all work requiring special inspection is being inspected by the special inspection personnel.
- iii. Building Inspector enforces special inspection noncompliance reporting.
- iv. Building Inspector ensures that all noncompliance reports are resolved in accordance with department policy.
- v. Building Inspector inspects the project based on a sequence of called inspections and documents inspection results into Naviline in accordance with existing policies and procedures.
- vi. Area acceptance reporting reviewed in conjunction with a called or required inspection must be documented in Naviline.
- vii. Enforcement actions (Citations, NOVs, and Correction Notices) issued by the area building inspector and resolutions to those enforcement actions are documented in Naviline and sent to records as required by policy and procedure PP-040.
- viii. Enforcement action written by the building inspector with respect to the special inspection agency or the special inspectors are routed to Engineering Services for the appropriate processing of administrative actions.
- c. The audit report shall be formatted to have separate sections for the quality assurance agency and the CCBD building inspector. The audit report shall be signed by the auditor and provided to the department's principal engineer assigned to this activity.
- d. Preliminary audit results which result in the issuance of a correction notice to the contractor or third party agency by the auditor shall be communicated verbally to the building inspector supervisor and a copy of the correction notice transmitted to the supervisor for review and processing in accordance with PP-040.
- e. The principal engineer, responsible for the audit program, shall review the audit report, distribute audit findings as specified below and place into records under the permit number.

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f. Review structural special inspection final reports as specified in TG-50. A final report review will serve as the second audit for light commercial and residential projects.

g. Report audit findings to responsible parties as appropriate.

  

Records:

Audit results shall be placed in Global 360 under the respective permit numbers.

  

**Related policies and procedures**

BP-PP-143

  

**Revision History:**

POLICY #	TITLE	Effective Date	Revised	Reviewed
BD-PP-144	Special Inspection – Audit Process	01/17/2013	New	

  

Approved by:	Concurred by:
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